**Tarea 2: Writing task**

**You decide to respond to the job advert which you have heard on the radio. You have drafted a response in English but realise that you need to put it into Spanish. You do not have to translate the letter word for**

**word but you should include all the information.**

Dear Javier,

I am writing in response to the advertisement on the local radio last weekend. I would like to apply for the job of receptionist.

I have spent the last three years working in an office in Bideford. I am responsible for communicating with customers and of organising deliveries.

I speak English, French and Spanish and am capable of using a range of ICT. I would be delighted to discuss the matter more if you were willing.

I look forward to a prompt response on your part\*,

Martín Exteberria

\*A la espera de una pronto respuesta por su parte

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